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ABSTRACT

Texas A&M University-Kingsville library looks for students that will be able to work the full four years of their university stay. The Government Documents department has the additional task of finding students who both like and are precise in working with numbers, and instructing those students on how to read Superintendent of Documents (SuDoc) classification. This paper addresses the problem of efficiently and routinely training Government Document student assistants in libraries, and includes the different training tools that are utilized in the newly developed written training program. Highlights include a description of government documents; federal government departments (agencies); category class structure; congressional information; tools for locating documents; student assistant training checklist; the government documents student assistant spot check form; and the student assistant SuDoc multiple choice test. (AEF)

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ED 422 001

Training Government Document Student Assistants: An Ongoing Process

by
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Abstract: The author discusses the problem of efficiently and (routinely) training Government Document student assistants. The author has developed a training program

INTRODUCTION

In a library setting training student assistants is a repetitive and time-consuming task. Training a new student assistant in basic library skills, not to mention SuDoc classification can be a daunting prospect. Each semester brings the question of which students will graduate, quit the library, return to work another semester, or if library budget crises will cause another cut back.

At Texas A&M University-Kingsville, as in any other academic library, we look for students that will be able to work the full four years of their university stay. In Government Documents, we have the additional task of finding students who both like and are precise in working with numbers.

In coming to Texas A&M University-Kingsville I found the student workers in place had been in the Government Documents department for two to three years. Since that time graduation and higher paying jobs have taken their toll. The recent Southern Accreditation of Colleges (SACs) review allowed for the hiring of a student clerk and new student assistants. The department has never had a written training policy in place and now appeared to be a good time to create one.

The Documents Librarian cannot find a convenient time to meet with all the student assistants at one time. There are conflicts between the student's class schedules and the librarians desk hours, committee meetings and emergencies. The Documents Librarian then rushes in, teaches the student assistants the basics of the SuDoc classification system, and has to leave. Only to think later, "Did I teach all four students the different parts of a SuDoc number, or was it only two students today and two more tomorrow?" The creation of a written training program will allow the Documents Librarian to know how the training is progressing and the students will be able to have written procedures to answer basic questions. This will eventually allow the Government Documents Clerk to take over the training, so that it will not be delayed by the Librarian's availability.

Since there was not a written training procedure in the department, I started with the most basic which was, teaching students how to read SuDoc classification numbers. This would allow students to understand and learn the different agencies and sub-agencies and be able to file documents quickly. The latter are very important in any depository library since we receive shipments daily.

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Learning the hierarchy of the agencies helps the student assistants understand the types of publications each agency offers. The more a student understands why a procedure is followed, the fewer errors s/he makes.

The following sections include the different training tools that are utilized in the Documents department.

TRAINING TOOL 1:

The first training tool to be created was **What are Government Documents?** . This explains what a government document is, the different agencies of the Federal Government, and what each part of a SuDoc number represents. It is necessary to explain the importance of spacing, punctuation, capitalization of letters, and category class structures during this time. The **Tools for Locating Documents**, which will be discussed later, is helpful for answering questions and locating SuDoc numbers.

SUDOC CLASSIFICATION

What are Government Documents?

Government Documents are publications printed by and for the United States Federal Government at their expense. These publications are made accessible to the public for free at any Federal Depository. Texas A&M University-Kingsville has been a selective depository since 1944. A selective depository is a library that chooses what the Government Printing Office publishes as represented in the List of Classes. This "selection" compliments the demographic characteristics of the University and the general public that will utilize the collection. This selection is fluid and ever changing, mirroring the changes of this population.

The variety of information provided by the government is vast and constantly changing, not only in content, but in format. In the past, items published by the Government Printing Office (GPO) were in paper or microform. Today, information can be found on the Internet or on Cd-Rom. The selections from the GPO range from agriculture to business to statistics to Congressional information.

The Government Printing Office (GPO) devised a classification scheme called the Superintendent of Documents (SuDoc). The general collection of a library may use the Library of Congress (LC), but Government Documents are usually listed under SuDoc classification. As with LC, the SuDoc number has a unique identifying number for each document. It is alphas numeric according to the agency, department, or bureau it represents.

The Government Manual (**JK421.A3**)found in Ready Reference contains an alphabetical listing of each agency. Listed under each agency, the subagencies can be found. These subagencies have a corresponding number that links them to their primary department. On the next page is a list of Government departments used by the Superintendent of Documents (SuDoc).

Federal Government Departments (Agencies)

A	-	Department of Agriculture
C 3	-	Census Bureau (Commerce Department)
D	-	Department of Defense
E	-	Department of Energy
ED	-	Department of Education
GA	-	General Accounting Office
GS	-	General Services Administration
HE	-	Department of Health and Human Services
I	-	Department of Interior
I 19	-	U.S. Geological Survey (Interior Dept.)
J	-	Department of Justice
JU	-	Judiciary
L	-	Department of Labor
LC	-	Library of Congress
NAS	-	National Aeronautics and Space Administration
S	-	Department of State
SI	-	Smithsonian Institution
T 22	-	Internal Revenue Service (Treasury Department)
X,Y	-	Congress
Y4	-	Congressional Committees

The following is a usual SuDoc classification number. It is divided according to Government agencies, subagencies, etc. As you can see each letter, number, spacing, and punctuation has meaning. This format can be found in the GPO Classification Manual along with the rules for cataloging and special exceptions.

TD 4.10/4:91-19

1 2 3 4

TD	4.10/	4:91	-19
1	2	3	4
Government Agency	Sub Agency	Series/Serial Title	Individual Publication in the Series

CLASS STEM

- There is a space between letters and numbers unless there is intervening punctuation.
- 4.10 is not a decimal, but a period followed by a whole number, Eg. 10 not 1,0
- One space before and after a parenthesis.
- No spaces before or after symbols, such as, (,&,./)
- All Roman Numerals are to be changed to Arabic Numerals.
- ALL letters of names are capitalized, such as,

  S HRG and Y4 EN 2:96/4.

- No words longer than seven letters, Eg. workbook is wkbk.

The list of class structures utilized in cataloging is given below. By looking at the Category Class Structure you will see there is clear division that is easy to follow. Maps are maps, Bulletins are bulletins, and Circulars are circulars. The information you need to catalog an item can be located on the cover or title page of the publication being catalogued. As you learned from studying the divisions of the SuDoc number above, each letter and number has a meaning. If you have any questions please ask before cataloging and assigning classification numbers.

CATEGORY CLASS STRUCTURE

.1	Annual reports - department, bureau, office (not projects).
.2	General publications - one time publications, not serials.
.3	Bulletins - only if the word "bulletin" appears in the title.
.4	Circulars - only if the word "circular" appears in the title.
.5	Laws - contains the text of Federal law, does not discuss the contents of the law.
.6	Regulations, Rules, and Instructions - contains information on agency requirements.
.7	Press Releases - announcements issued to the news media.
.8	Handbooks, Manuals, and Guides - must have the name (handbook, manual, and/or guide) in the title. Contains helpful information, but not the law.
.9	Bibliographies and Lists of Publications - includes all publications issued by an agency or bureau.
.10	Directories - only if the word "directory" appears in the title.
.11	Maps and charts
.12	Posters
.13	Forms - only for forms and/or instructions on how to complete them. Do not use this class when the publication includes other written material, even if a form is included.

.14 Addresses - addresses, speeches, lectures, remarks, statements, etc. which were delivered before groups of people.
Joint publications are listed under the first agency listed.

- Revised publications of a joint publication are classed under the original agency. UNLESS the revising agency is the only one listed. Then the material is classified under the revising agency. Cross references should be made in the shelf list.

- This information is to be used for assigning new numbers.

CONGRESS

Congressional information is different from regular SuDoc classification. It is divided by House and Senate information and then further divided by the type of material. If you have any questions, please ask before filing.

X - Congressional Record, House and Senate Journals

X 99/1:131/PT.19

Congressional record, 99th Congress, 1st session, volume 131, part 19

XJH - House Journal
XJS - Senate Journal

Y1 - Congress, House, and Senate

Y3 - Boards, Commissions, and Independent or Temporary Committees - Subordinate offices are ignored in classifying publications in Y3

Y4 - Congressional Committee Publications - No separate classes are established for sub-committees

Y1.AD6:1 1989

Y1	Author Symbol
.AD6:	Agency Designation
1	Category or Series
1989	Individual Book Number or Year

- If the information is not found in Government Documents (in microforms or print format), check the shelf list in the Government Documents department or the Reference card catalog. The material may be shelved in the regular collection under Library of Congress (LC) call number classification.

TOOLS FOR LOCATING DOCUMENTS

- MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

Located in the Government Documents office card catalog, microfiche area. Searchable under subject, author, and title index. **Fiche # 21223.A1.G6**

- MARCIVE CD-ROM

Located in the Electronic Resources Center (ERC) at computer number 6. Contains GPO Cat/Pac and US Government Periodical Index (1993 to Present). MARCIVE CD-Rom is searchable by:

TITLE OR SERIES SEARCH
AUTHOR OR AGENCY SEARCH
SUBJECT SEARCH
NUMERIC SEARCHES
COMBINED SEARCH

MARCIVE WEB DOCS

Located in the Electronic Resources Center (ERC) at multiple computers. This is the web-based version of the CD-Rom with many added features. Some of these features are that it is searchable in the same combinations listed above, the material is updated much quicker than the CD-Rom version, and HTML (Hypertext Markup Language) links are provided when available from the government agencies.

- The Government Manual **JK421.A3** The current year is found in the Reference area stacks and contains an alphabetical listing of each agency. Listed under each agency, the subagencies can be found. These subagencies have a corresponding number that links them to their primary department. Older issues are located in the regular stacks under the same call number.

- UNITED STATES GOVERNMENT PUBLICATIONS MONTHLY CATALOG

Z1223.A18 This is the print version of MARCIVE. The current year is located in the Reference Area stacks and older years are found on the regular stacks under the same call number.

- CONGRESSIONAL INFORMATION SERVICE INDEX

J1.A22 This source contains Federal Regulations, legislative processes, and Congressional actions. It is located in the Reference area on the Index tables.

- STATISTICAL ABSTRACT OF THE UNITED STATES

HA202.A3 It is located in the Reference area. The older issues are in the regular stacks under the same call number.

- CITY/COUNTY DATA BOOK

HA202.A36 It is located in the Reference area. The older issues are in the regular stacks under the same call number.

TRAINING TOOL 2:

The **Student Assistant Training Checklist** was the next training tool to be created. This is a detailed itemization of duties, procedures, and indexes for the department. Texas A&M University-Kingsville Government Document department holds Federal Depository items, State Depository items, maps, and microforms so it was necessary to include these on the checklist. Each item is checked off and signed with the date it is taught. At the completion of the checklist there are two areas for signatures, one for the supervisor and the other the student assistant. This alerts the Documents Librarian that these areas have been covered in the training and that "all" students are taught the same information. This allows the new student to ask questions for clarification and to learn new information each day rather than one to two days of intensive training.

Student Assistant Training Checklist

			Date
I.		Introduction	
___	A.	Tour of the library	_____
___	B.	Detailed tour of the Government Documents department	_____
___	C.	Emergency procedures	_____
II.		Student Information	
___	A.	Schedules, sign-in sheets, time sheets	_____
___	B.	Student assistant manual	_____
III.		Microform Area	
___	A.	Identifying microform holdings - Periodical Holding List	_____
___	B.	Using microform machines	_____
___	C.	Troubleshooting for readers and printers	_____
___	D.	Indexes for newspapers, microforms, and census	_____
IV.		Documents Area	
___	A.	SuDoc Classification	_____
___	B.	U.S. Government publications	_____
___		Print	_____
___		Microform	_____
___	C.	Texas Documents	_____
___		Indexes for Texas Documents	_____
___	D.	Government publications in general collection	_____
___	E.	Indexes for Federal Government Documents	_____
___		Marcive	_____
___		U.S. Government Periodicals Index	_____
V.		Reshelving-Refiling Procedures	
___	A.	General principles	_____
___	B.	SuDoc classification hints	_____
___	C.	Shelving Federal Government print documents	_____
___	D.	Filing microforms	_____
___	E.	Shelving Texas documents	_____
___	F.	Shifting, shelf reading, and labels	_____

_____ Student Assistant

_____ Supervisor

TRAINING TOOL 3:

The **Government Documents Student Assistant Spot Check Form** was created to monitor students when they are filing and shelf reading. Each student is assigned a set of SuDoc areas and periodically checked in random sections. This is a form of check and balance to locate potential problems and reinforce good shelf reading habits. The Spot Checks are completed by the Documents Librarian and/or Documents Clerk with feedback to the students.

GOVERNMENT DOCUMENTS STUDENT ASSISTANT SPOT CHECK FORM

SEMESTER _____
YEAR _____

NAME: _____

SECTION

DATE	**FORMAT**	**FROM**	**TO**	**SCALE**

SCALE = **EXCELLENT** **GOOD** **FAIR** **POOR**

TRAINING TOOL 4:

The **Student Assistant SuDoc Multiple Choice Test** is given to the students within the first week of each semester. It is a test designed to locate potential weak spots and clarify questions students might have about filing rules. It is a help aid and is given as such. Students are told it is not a way to terminate employment, but to find problems before they become catastrophes. Anyone looking for one microfiche envelope in twelve microfiche cabinets knows what I'm talking about.

Student Assistant SuDoc Multiple Choice Test

1. Circle the classification number that is not SuDoc?

HE 1.480/2:976/1
ED 35.6:E 121
PC 4128 B3 1992
ED 1.2:AY 9
CR 1.10:61

2. Number the correct order for filing Government Documents.

___ HE 20.6509:
___ I 29.88/5:
___ HE 20.6509/2:
___ HE 20.6510:
___ HE 20.7008/2:
___ HE 20.7008:

3. Number the correct order for filing Government Documents.

___ A 13.
___ AA 1.
___ C 50.
___ C 3.
___ AE 1.

4. Check the SuDoc number to be filed first for each set.

___ A 1.10:966
___ HE 20.6613:2

___ Y 4.J89/2:AN 8/10
___ Y 4.J89/1:AN 8/10

___ Y 4.B 85/2:S.HRG.102-271
___ Y 4.B 85/2:S.PRT.102-52

5. Number the correct order of filing.

___ D 301.2:C 56
___ D 301.2:C 56/2/988
___ D 301.2:C 56/986
___ D 301.2:C 56/2

6. Number the correct order of the following.

___ Y 4.EN 2:95-31
___ Y 4.EN 2:F 76
___ Y 4.EN 2:95-A

7. Number the sections of the SuDoc classification.

TD 4. 10/4: 91-19

1 2 3 4

___ Individual publication in the series
___ Sub-agency
___ Series/serial title
___ Government agency

CONCLUSION

This is an ever changing and constantly fluid training program. It reflects the changes and dictates of the Federal Depository Library Program. Since creating this training program I have lost one student assistant due to class schedule conflicts. In training a new student we have already seen the benefits of a standardized format for teaching. The student does not feel "overwhelmed" by the amount of information to be learned. By explaining what SuDoc numbers mean and why they need to be in a specific order alleviates confusion and the misfiling of documents.

PLANS FOR THE FUTURE:

As stated in the beginning, this is a newly developed program for the Texas A&M University-Kingsville Government Documents department. As time goes by it will be incorporated with the Government Documents Department Manual. This program is the first step in the process of inter-department cross training, which is another area of concern. Once the Manual is completed, it will be held in the department office for the benefit and use of the student assistants and staff. This will answer basic repetitive questions and allow for a procedure to be established which will augment the tools that are part of the Federal Depository Library Program. These most basic tools are the **GPO Classification Manual**, **Instructions to Depository Libraries**, the **Federal Depository Library Manual**, and the **Superseded List**.

The more we explain to students about Government Documents, the less mysterious they become. This can become a chain reaction from one person to another. SuDoc classification would someday become as common to use as the Library of Congress (LC) Classification system.